



CITY OF CORONA
CONSULTING SERVICES FOR MANAGED PRINT SERVICES AND UTILITY COST
AUDITING
REQUEST FOR PROPOSALS (RFP) 17-047CG
ADDENDUM NO. 2

April 26, 2017

Administrative Services Department - Purchasing Division
400 S. Vicentia Ave., Ste. 320
Corona, CA 92882

Contact: Carlos Garcia
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Addendum No. 2 to Consulting Services for Managed Print Services and Utility Cost Auditing, RFP 17-047CG is issued to respond to “Requests for Information” as submitted by contractors via written requests and extend the Proposal Due Date and Time.

By this reference, all provisions and attachments to this Addendum No. 2 are hereby incorporated into RFP 17-047CG. Prospective contractors shall account for all provisions pursuant to this Addendum No. 2 in submitting their proposal. Each contractor shall acknowledge receipt of this Addendum No. 2 in their proposal in the spaces provided therein.

A. Questions and Answers:

1. Question:

“Regarding the City’s 25 office locations listed in Section IV.B, can an estimate of the current aggregate number of copier/MFDs and network/local printers be provided?”

Answer:

Current count of 269 printers. Of this number, 43 are Minolta copiers.

2. Question:

“Regarding Section III.C, please confirm that the City would accept a proposal from a consulting firm that encompasses only one of the two consulting disciplines covered by the RFP. Specifically, if a firm were to specialize in either Managed Print Services consulting services or Utility Cost Accounting,

and submitted a proposal to the City under this RFP for only one of those categories, would such a proposal be considered?”

Answer:

Yes, Consultants are welcome to bid on one or both of the services in the RFP.

3. Question:

“Will the interviews planned for May 8th through May 12th be held in person, or will a video or phone conference be acceptable?”

Answer:

If interviews are necessary, they will be via teleconference.

4. Question:

“Under the Utility Cost Auditing portion of the RFP, some detail regarding the requested consulting services is provided in Sections B through E. What specific Managed Print Services Assessment consulting services is the City looking for? A short list of consulting services that a firm could propose would include reviewing detailed current billing for accuracy, visiting all facilities, providing recommendations, drafting an RFP or assisting with vendor compliance. If vendor #1 includes one or two of these services their pricing would be different from a firm providing a proposal on all of these services.”

Answer:

The City’s intent is to evaluate proposals is based upon many factors in addition to cost. Ultimately, the selected Consultant for this RFP will have demonstrated the best overall value that their firm presents to the City.

5. Question:

“Regarding Addendum 1, as the City is aware many brands of copier/MFDs have multiple distribution channels. For example, Brand A may have two or three sales/service channels covering zip codes 92879 through 92883. A company representing Brand A might provide a consulting proposal under this RFP. Would a separate company representing that same Brand A of Copier/MFDs be prevented from earning a contract award under any subsequent equipment/services related Managed Print Services contract?”

Answer:

As addendum no. 1 states, “Consultants or Sub-consultant staff participating in the Managed Print Assessment and Analysis SOW may not be employed or

receive compensation from a firm that has an interest in bidding on the resulting Managed Print Services RFP.” The Consultants and Sub-Consultants shall not receive any form of compensation from the resulting Managed Printer Services RFP or Contract.

6. Question:

“Will the City’s information technology department allow the winning consulting firm under this RFP to deploy a print tracking software such as Print Audit across all network segments?”

Answer:

If the software was under the control of the City and data was not being transmitted outside of the City, network auditing software could be used upon review of the software. Certain segments of the network have more stringent security requirement so such software may not be allowed on all network segments.

7. Question:

“Will the winning consulting firm under this RFP initiative be required to visit each location listed in the RFP? If not, how will non-networked copiers, printers and fax machines be detected?”

Answer:

Yes, they are required to visit each location.

8. Question:

“Will copier/printer device mapping be a requirement of the winning consulting firm? If so, will electronic floor plans of each location be provided?”

Answer:

Yes, device mapping will be a requirement and floor plans will be provided as are available.

9. Question:

“What is the impetus driving this RFP initiative?”

Answer:

To present cost-savings to the City.

10. Question:

“Given that answers to questions will not be published until April 26th, and with proposals having to be mailed/overnighted in order to be received by May 4th, just five full business days later, would the City consider moving the proposal due date back one week to May 11, 2017?”

Answer:

The proposal due date and time has been changed to May 11, 2017 by 1:00 p.m. Please see City Modifications below.

11. Question:

“Can the City provide a asset list of City’s fleet of copiers/printer/duplication equipment?”

Answer:

Yes.

12. Question:

“When do the current lease, service, supply and other copier/printer agreements and/or contractual obligations expire?”

Answer:

The intent of this RFP is to discover cost savings for Managed Print Services. The City’s intent is to assure that we are receiving best overall value, despite the current status of the contract.

13. Question:

“Does the City have a specific term in mind regarding the Purchase Order?”

Answer:

This question is unclear and the City cannot determine what purchase order is being referred to.

14. Question:

“Section IV.F on page 4 of 4 which states in part that consulting fees “will be paid as a percentage of the refunds and savings.” Sections IV.G and IV.H on that page also describe how consultants will be paid. I refer also to the Section VI Price Form requiring a “listing all the tasks and their individual costs” and “schedules of charges that include hourly rates for professional services, overhead and direct costs.” Please clarify whether a firm fixed price proposal for Managed Print

Services consulting will be rejected by the City.”

Answer:

The Price Form requests the firm fixed price for the Managed Print Services and also a listing of the tasks and their individual costs. Section II.F.4 addresses the acceptance of proposals.

B. City Clarifications:

- a. Section I. “Invitation” - Page 1 of 1, Tentative RFP Schedule is hereby deleted in its entirety and replaced with the following:

Tentative RFP Schedule
(Subject to change at City’s discretion)

1. Issue RFP	March 31, 2017
2. Advertised in Sentinel Weekly	April 5, 2017
3. Written Questions from Consultants due	10:00 a.m., April 19, 2017
4. Responses from City Due	April 26, 2017
5. Proposals Due (date & time)	1:00 p.m., May 11, 2017
6. RFP Evaluation Completed	May 18, 2017
7. Contract Negotiations Completed	May 31, 2017
8. Consultant Selection	May 31, 2017
9. Request for Council Action Due	June 9, 2017
10. Council Approval	June 21, 2017
11. Consultant Award	June 21, 2017

- a. Section II.F “Date and Time” - Page 2 of 4 of the “RFP Instructions” section is hereby deleted in its entirety and replaced with the following:

F. Date and Time

All proposals are to be submitted to City of Corona, Attention: Carlos Garcia, Purchasing Division, no later than **1:00 p.m., May 11, 2017**. Proposals received after that date and time will be rejected by the City as non-responsive.

Thank you,

Carlos Garcia
Purchasing Specialist II
City of Corona